

RFP No. DIS-020503
Pre-Proposal Conference
February 18, 2003
AR STATE POLICE HEADQUARTERS
CLASSROOM C – 1:00PM

BRIEF OVERVIEW

PURPOSE:

Throughout State government, there is a growing need for IT professionals in a variety of job classifications. It is our intent to meet this need by executing multiple contracts to ensure a structured, competitive process for rapidly acquiring quality personnel. The purpose of this RFP is to define the minimum requirements, solicit proposals, and gain adequate information from which to evaluate the services that the Proposer has to offer. The evaluation process for this RFP will include both Technical and Cost proposals. It is our intent to award Professional Services Contracts to no more than five (5) responsive Proposers receiving the highest composite scores from the Technical and Cost Evaluations. This will be a shared award.

FIXED TERMS

KEY DATES:

Unless otherwise specified, the time-of-day for the following events shall be close of business, or 4:30 p.m., CST. All dates set forth in the RFP will be strictly enforced; however, the State reserves the right to adjust this schedule as it deems necessary (and at its sole discretion.)

Deadline to submit written clarification requests/questions	02/19/03
State issues written responses to clarification requests/questions	02/28/03
Deadline to submit Proposals	03/17/03
Notice of Intent to Award sent to all Proposers	04/28/03
Contract signing	05/07/03
Effective date of Contract	07/01/03

STANDARD TERMS AND CONDITIONS:

As set forth in the RFP and Pro Forma Contract, all standard terms and conditions should be considered non-negotiable. Any exceptions or clarifications **MUST** be submitted in writing, **no later than 02/19/03**. DO NOT disclose company name within the text of any question. **NOTE: The State will issue written responses to written requests ONLY; oral responses shall not be binding. All written responses will be issued by the State to ALL Proposers.**



STATE OF ARKANSAS-DEPARTMENT OF INFORMATION SYSTEMS
RFP NO. DIS-020503

INDEPENDENT PRICE DETERMINATION/PROPOSAL:

Should any respondent submit multiple proposals or confer with other respondents in determining proposal prices, the respondent shall be disqualified from the process. NOTE: This includes termination of the contract, should said breach be discovered after it has been awarded.

PROPOSAL GUIDELINES:

All requirements for properly submitting a proposal are non-negotiable. Failure to comply with ANY proposal guideline may result in rejection of that proposal. NOTE: Technical Proposals and Cost Proposals shall be sealed separately. DO NOT include any cost information in the Technical Proposal.

AMENDMENTS:

The State reserves the right to amend the RFP at any time. Contact persons will be notified of any amendments. Any amendments will also be posted on the website (www.dis.state.ar.us)

SECURITY:

All contractors will be required to comply with and adhere to all security guidelines as set forth by the State and the Department of Information Systems.

DISCLOSURE OF PROPOSAL CONTENTS:

After the Notices of Intent to Award have been sent, ALL proposal information shall be made public in accordance with the Freedom of Information Act.

SUBCONTRACTING:

Please note Section II.F.3 of the RFP. By responding to the RFP, you are certifying the following:

- 1.) Any and all subcontracted personnel have the legal authority to work in the U.S.
- 2.) Any and all subcontracted personnel will comply with all provisions of this RFP.
- 3.) You (as the Prime Contractor) have the consent and approval of the subcontracting company of any and all subcontracted personnel to perform work under the terms and conditions of this RFP.

Also note that it is your responsibility to obtain the consent of the subcontracting companies of any and all candidates submitted to any Statement of Work under this RFP. You may be required to provide verification of this consent, upon request.

APPEALS PROCESS:

Please note that Section II.M. outlines the process for appealing the decisions of the State regarding this RFP. A respondent shall have 10 calendar days from the date of the Notice of Disqualification to contest the disqualification by submitting a Request for Reconsideration in writing to the State Contact. Any and all contests

STATE OF ARKANSAS-DEPARTMENT OF INFORMATION SYSTEMS
RFP NO. DIS-020503

to the contracts awarded from this RFP shall be submitted to the AR State Claims Commission, no later than 30 days from the date of the Notice of Intent to Award.

CONTRACTOR PROCUREMENT:

Please note that under Section III.C.3, “Contractors are prohibited from contacting the State hiring manager directly.” This is to maintain fairness, competitiveness, and standardization during the “SOW” contractor procurement process. All correspondence in reference to candidate selection, interview schedules, etc. must be coordinated through the State Contact’s office.

CONTRACTS MANAGEMENT:

Under Section III.C.6, future contracts management software may be implemented to assist in the management of these contracts. Proposers awarded contracts under this RFP must comply with all future efforts to automate and efficiently manage these contracts.

REPLACEMENT PERSONNEL:

Under Section III.F., please note that in the event Contractor personnel are terminated for any reason at any time whether by the Contractor or by the State, the State may replace the terminated individual(s) with any of the other Contractor personnel originally submitted to that SOW, and the State also reserves the right to re-release the SOW to find replacement Contractor personnel.

CONTRACTOR TIMESHEETS and INVOICES:

Contractors will be responsible for submitting weekly DIS timesheets to their managers for approval. DIS managers will not be responsible for reviewing or approving any timesheets other than weekly DIS timesheets. Contractors shall submit invoices to the State no more often than monthly.

COST PROPOSAL:

Under Section IV.C., please note that the Proposer must quote Unit Rate costs for each of the forty-three (43) job classifications (excluding the 37th OPEN classification) for years one and two of the Contract term. These rates must be inclusive of all expenses. The Proposer must submit these rates in the format outlined in Attachment B. In addition to the rates, the Proposer must also complete the Factored Cost column and the Total Factored Cost column. Failure to comply with any of the provisions outlined in this section shall be grounds for disqualification of the Proposal.

TECHNICAL PROPOSAL:

Under Section VI.C.1.e., please note at least two different “Reference Information Questionnaires” must be completed for each example of experience submitted. The questionnaires submitted must be the signed and dated originals. Again, the technical proposal MUST NOT contain any cost information of any kind.